

# **LAND & WATER CONSERVATION FUND 2012 GRANT APPLICATION FORM**



**Montana State Parks  
Land & Water Conservation Fund Program  
Montana Fish, Wildlife & Parks  
1420 6<sup>th</sup> Avenue  
P.O. Box 200701  
Helena, MT 59620  
406-444-3750**

---

**Name of Sponsor**

---

**Name of Project**

## Instructions

Prospective sponsors must provide the information requested in this application form in order to be considered for a Land & Water Conservation Fund (LWCF) grant. Incomplete applications will be rejected. Organize the application in the precise manner of this application form. Please provide a cover page that includes the name of the sponsor (city, town, county, etc.) and the name of the project (such as "City Park Ballfield Renovation"). Sponsors may design their own cover page or use the one included in this application form.

Applications must be comb bound. The original application should be marked with the word "Original." Each major section (I. Narrative Section; II. Financial Profile Section, etc.) must be indexed with tabs for easy reference. The Application Summary Page must be filled in *AS IS*. Please do not expand it into more than one page. A "sample" application should be available for inspection at each of the department's regional administrative offices.

Helena Parks staff is available for consultation at any time during the LWCF application process. Please call whenever necessary--we are here to help. Check out the contact information on page seven of this application form.

**Applications (one original and five copies) must be RECEIVED in the State Headquarters office by 5:00 PM, Friday, March 16, 2012. Sponsors are advised to make one original grant application and nine copies. The sponsor may then hold back four copies in their files for future reference.**

Late applications, no matter how compelling the reason for their tardiness, will not be considered for funding in this grant round. Thank you for participating in the Land & Water Conservation Fund Program. Good luck!

Submit Applications To:

Walter W. Timmerman  
Montana State Parks  
1420 6<sup>th</sup> Avenue  
P.O. Box 200701  
Helena, MT 59620

**Land & Water Conservation Fund  
Application Summary Page**

1. Project Sponsor: \_\_\_\_\_
2. Project Name: \_\_\_\_\_
3. Project Contact:      Name \_\_\_\_\_  
                                 Address \_\_\_\_\_  
                                 City \_\_\_\_\_ Zip \_\_\_\_\_  
                                 Phone \_\_\_\_\_  
                                 Fax \_\_\_\_\_  
                                 E-mail \_\_\_\_\_
4. Project Type:      Acquisition \_\_\_\_\_ Development \_\_\_\_\_ Combination \_\_\_\_\_
5. Land Ownership:      Town \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ School \_\_\_\_\_
6. Street address for project site: \_\_\_\_\_
7. Project site Zip Code: \_\_\_\_\_ GPS Coordinates (Lat/Long): \_\_\_\_\_
8. Township, Range and Section: \_\_\_\_\_
9. Project Costs:      Total Project Costs: \_\_\_\_\_  
                                 Grant Request: \_\_\_\_\_  
                                 (May not Exceed 50% of the total project cost)  
                                 Sponsor Share: \_\_\_\_\_  
                                 (Must be at least 50% of the total grant request)
10. Sponsor Share Funding Sources:  
                 Source: \_\_\_\_\_ Amount: \_\_\_\_\_  
                 Source: \_\_\_\_\_ Amount: \_\_\_\_\_  
                 Source: \_\_\_\_\_ Amount: \_\_\_\_\_
11. Project Site Previously Funded With LWCF Funds?   YES \_\_\_\_\_ NO \_\_\_\_\_  
                                 If YES, Provide LWCF Project Number 30 – 00 \_\_\_\_\_
13. Signature \_\_\_\_\_ Title \_\_\_\_\_  
                                 (Signature must be from an official with authority to commit funds.)

## **Land & Water Conservation Fund Application Requirements**

### **I. Narrative Section**

1. Description of the Community the Project Will Serve. Provide a short description of the community, geographic location, population demographics, etc.
2. Project Location Description. Provide a detailed description of the project location. Include Township, Range, Section, adjacent streets or roads, adjacent development and land uses.
3. Project Acreages.
  - a) Provide the total acreage of the park site being acquired or developed.
  - b) Provide the number of acres or square footage (construction footprint) that would be developed with this grant. Do not include acreage for work that will be completed outside the scope of this LWCF grant.
4. Project Description. Provide a detailed description of the project proposed. Include:
  - a) The scope of work you intend to complete using the funds requested.
  - b) Each type of outdoor recreation use provided by the project.
  - c) How the project meets local recreational needs.
  - d) Active and passive recreational uses the project provides.
  - e) How the project will enhance the environment and how the project will enhance local or regional tourism.
  - f) How the project will comply with the Americans with Disabilities Act (ADA).
  - g) Use seasons (include months of use) and hours of operation.
  - h) The target population the project will serve.
  - i) How the project addresses one or more of the issues for outdoor recreation (Chapter Four) of the 2008–2012 Montana Statewide Comprehensive Outdoor Recreation Plan. This discussion should be a minimum of one paragraph in length.
  - j) Include any other information you think would be helpful in describing the project. Limit this section to no more than two single-spaced, typewritten pages.

5. Continued Maintenance of the Site. Describe the sponsor's plan and ability to maintain the site after the project is completed. Include the maintenance budget for the site.
6. Statement of Compliance. Provide a statement of compliance with state and federal regulations. The project must comply with the Americans with Disabilities Act (ADA) and other federal civil-rights regulations, including non-discrimination.
7. Project Boundary Map. A Section 6(f)(3) Boundary Map must be submitted with your grant application. This map establishes a boundary that defines the project area being developed or acquired with federal LWCF grant money. With rare exception, this boundary will be drawn around the entire park or the area of the unit that receives LWCF assistance. Section 6(f)(3) Boundary Map requirements are detailed on the LWCF Site Audit Program web site:

<http://fwp.mt.gov/recreation/grants/lwcfsiteAudit>

## **II. Financial Profile Section**

1. Provide the total dollar figure for all LWCF funds granted to the sponsor in the past. Consult the *List of LWCF Sites by County* on this web site if you need help, or call the FWP Parks Division (444-3753).
2. Provide a table that details sources of funding (sponsor must complete entire project before requesting a site inspection and reimbursement for 50% of eligible costs up to the grant amount). Include all sources and amounts.
3. Provide a brief description of how the sponsor plans to administer the grant funds, whom will be responsible for accounting, and previous experience in grant administration.
4. Provide a project budget detail.

## **III. Community Recreation Survey and Project Need**

1. Provide a synopsis of the results of a community recreation survey completed within the last four years that addresses the criteria in the *Open Project Selection Process*. Include a description of the methods used to administer the survey and the sample size--the survey results must be statistically valid. Applicants are encouraged to use the Local Recreation Survey provided by Montana State Parks.
2. Provide a detailed tabulation of survey responses.

## IV. Appendices

The following appendices should be included in, and bound within, the application. Place them in order at the back of the application.

1. Site Plan. A copy (8½” x 11” or 11” x 17”) of a plan of the proposed project area, showing:
  - a. Existing facilities.
  - b. Proposed facilities.
  - c. A North compass point.
  - d. Streets and avenues.
  - e. Overhead utility lines.

The plan should be fairly accurate, but need not be a precision scale drawing. If buildings are a part of the project, include floor plans.

1. Location Map. Provide a copy of a city or county map showing the location of your proposed project.
2. Evidence of title. We can't award a grant without it.
3. Resolution Authorizing Application Form. This form must be signed by individuals with the authority to commit funds.
4. SHPO Letter of Effect. Contact the Montana State Historic Preservation Office (406-444-7715) and request a cultural resource file search to determine whether your project has a previously recorded historic site within its boundaries. Include the SHPO Letter of Effect as Appendix 6 in this application.
5. Environmental Analysis. Sponsors must satisfy the Montana Environmental Policy Act (MEPA) and the National Environmental Policy Act (NEPA). The Environmental Analysis form on the FWP website must be completed, including consideration of all reasonable alternatives. Public comment must have occurred within 24 months of the grant application deadline.
6. Interlocal Agreement. Generally, this document is necessary only when the project sponsor is a school district. Call and ask if unsure.
7. Site Access. For acquisition projects, please provide a written statement confirming that safe, legal access to the property site exists. Roads must be adequate for all future recreational purposes and meet all county and state standards. Access to the site must not be controversial.
8. Letters of Support.

## **Tentative 2012 LWCF Grant Schedule**

Getting approval for an LWCF grant application is a lengthy process. After the Montana LWCF Selection Committee reviews all eligible grant applications, provisional grantees are transmitted to the National Park Service for final review and approval. Until the NPS has given approval, a sponsor should NOT begin work on any portion of the project. Depending on the individual project, grant sponsors may not be able to initiate work until after the fall of the year. The following is a tentative schedule for the 2009 LWCF grant round.

**Internal Review.** Check grant applications for deadlines and completeness; March 19 through April 2.

**Committee Review.** LWCF Selection Committee reviews grant applications, scoring them with aid of the Open Project Selection Process scoring criteria; end of April.

**Committee Meeting.** LWCF Selection Committee meets to allot scores, discuss and rank projects, probably the week of May 21.

**Internal Selection.** Parks Division assigns additional and final points to scores (utilizing criteria from financial profiles, project application and administration, overall quality, etc.), by June 8.

**Documentation.** Parks staff prepares federal documents needed to accompany successful grant applicants to the National Park Service for final review and approval: June and July.

**National Park Service.** The finalists are forwarded to the National Park Service Midwest Regional Office in Omaha, Nebraska; early August.

**Announcements.** The National Park Service announces awards; late August to mid September.

## **Contact Information**

Program staff is available to provide technical assistance to any applicant at all stages of the Land & Water Conservation Fund process. If you have questions or need further information, please contact:

### **Land & Water Conservation Fund Program**

Recreation Bureau Chief  
Walt Timmerman  
(406) 444-3753  
wtimmerman@mt.gov

### **Montana State Parks Administration**

Parks Administrator  
Chas Van Genderen  
(406) 444-3750  
cvangenderen@mt.gov

Assistant Parks Administrator  
Tom Reilly  
(406) 444-3752  
treilly@mt.gov

Assistant Parks Administrator  
Roger Semler  
(406) 444-3756  
rsemler@mt.gov

Administrative Secretary  
Debra McRae  
(406) 444-3750  
dmcrae@mt.gov





## **Regional Administrations**

### **State Headquarters**

#### **Parks Division**

1420 East 6<sup>th</sup> Avenue  
P.O. Box 200701  
Helena, MT 59620  
(406) 444-3750

### **Region One**

490 North Meridian Road  
Kalispell, MT 59901  
(406) 752-5501

### **Region Two**

3201 Spurgin Road  
Missoula, MT 59804  
(406) 542-5500

### **Region Three**

1400 South 19<sup>th</sup>  
Bozeman, MT 59718  
(406) 994-4042

### **Helena Area Office**

930 Custer Ave. West  
Helena, MT 59620  
(406) 495-3260

### **Butte Area Office**

1820 Meadowlark Lane  
Butte, MT 59701  
(406) 494-1953

### **Region Four**

4600 Giant Springs Road  
Great Falls, MT 59405  
(406) 454-5840

### **Lewistown Area Office**

215 W. Aztec Drive  
P.O. Box 938  
Lewistown, MT 59457  
(406) 538-4658

### **Region Five**

2300 Lake Elmo Drive  
Billings, MT 59105  
(406) 247-2940

### **Havre Area Office**

2165 Highway 2 East  
Havre, MT 59501  
(406) 265-6177

### **Region Seven**

352 I-94 Business Loop  
P.O. Box 1630  
Miles City, MT 59301  
(406) 234-0900



A Division of Montana Fish,  
Wildlife & Parks  
[Fwp.mt.gov/parks](http://Fwp.mt.gov/parks)